

Business Office Administration, Certificate

Provider: Charter College, Anchorage

Length: 40 Weeks

Cost: \$23,760

Cost Unit: Cost is not identified

Website

<http://www.chartercollege.edu/>

Places: Anchorage

The Certificate in Business Office Administration program is designed to provide students with knowledge of office administrative functions, including business communication, business law, word processing and data entry, basic accounting, and report preparation.

Related Occupations

Executive Secretaries and Executive Administrative Assistants

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

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